

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MISSOURI**

**VACANCY ANNOUNCEMENT**



**Position:** Student Intern  
**Salary Range:** CL - 21 \$9.58 / hour

**Opening Date:** April 23, 2012  
**Closing Date:** May 4, 2012

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**Position Overview:** This position is located in the Clerk's office at the Bankruptcy Court and will report directly to the Operations Manager. Primary duties include operating a variety of imaging and scanning equipment. This is a temporary part-time position.

**Qualifications and Educational Requirements:** The chosen candidate must have a high school diploma, or the equivalent. Computer proficiency in a Windows environment is desired. Proven ability to work in a multi-task, technologically advanced environment is desired. The applicant must have excellent communication skills and be willing to fully participate in a team-oriented work environment.

The successful candidate must: have a professional demeanor and possess excellent computer skills with a demand for accuracy and quality assurance; possess excellent proofreading skills and have attention to detail; possess exceptional verbal and written communication skills; be dependable and have the ability to work independently.

**Employee Benefits:** The U. S. Bankruptcy Court offers excellent opportunities for training and career development. Court employees are covered by the Court Personnel System (CPS). This position is subject to mandatory electronic fund transfer participation for payment of net pay. All employees are required to adhere to a code of conduct and the court's policies and procedures. This Court is an equal opportunity employer. All applicants must be U.S. Citizens or eligible to work in the United States. Applicants selected for the position are subject to a background check.

**How to Apply:** Submit a completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>), a detailed resume and cover letter to:

Confidential 12-02  
Faith LaBeaume, Administrative Technician  
U. S. Bankruptcy Court - Eastern District of Missouri  
111 S. Tenth St., 4th Floor  
St. Louis, Missouri 63102

**Or e-mail to:** [hr@moeb.uscourts.gov](mailto:hr@moeb.uscourts.gov)